RC&D User Guide

for

Release 1.4

September 2001

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BROWSER RECOMMENDATIONS:
The RC&D Application Version 1.4 Release is designed to be used with most browsers. However, due to the limitations of some browsers, please follow these recommendations:

Windows 3.1
Netscape 3.01
Internet Explorer 3.x

Macintosh
Netscape 3.x
Internet Explorer 3.x
Netscape 4.x
Internet Explorer 4.5+

Windows 95/98
Netscape 3.x
Internet Explorer 3.x
Netscape 4.x
Internet Explorer 4.x with service pack 1
Internet Explorer 5.x

Windows NT
Netscape 3.x
Internet Explorer 3.x
Netscape 4.x
Internet Explorer 4.x with service pack 1
Internet Explorer 5.x

Linux/Unix/Solaris
Netscape 3.x
Netscape 4.x

If you need a text only browser Lynx 2.8 is available for all the above Operating System and is also supported by RC&D.

These browsers can be found at the Netscape and Microsoft web sites. Please, install the browser recommended for your operating system prior to using the software. If you have difficulty downloading or installing the browser, contact the RC&D development team at:

Phone: (970) 295-5550

Email: chart@itc.nrcs.usda.gov

Getting started:

Prior to accessing this application, you should close all unnecessary applications in order to free up as much computer memory as possible. Because of how a Web-based application works, each time a database update is done, the page needs to be reloaded from the database. Since most browsers default to cache, some additional settings must be made to your browser. Begin by starting your browser. Then follow these directions based on your operating system and the version of the browser you are running.

If there is no gray bar at the top of your window, to open a new window with the gray bar, key in either:

If you have a Macintosh:
- Cmd-N (Cmd is the cauliflower-like key)

If you have a Windows or Unix computer:
- Ctrl-N

If you are using Internet Explorer:
1. Click on "View" in the top gray bar
2. Click on "Internet Options"
3. Click the "General" tab
4. Click on the "Settings" button
5. Drag the slider all the way to the left (to the lowest possible level, IE uses a percentage)
6. Click the radio button that says "Every visit"
7. Click OK to save your changes
8. Click the "Delete Files" button
9. Click OK when asked if you want to delete
10. Click OK to save the settings

If you are using Netscape 3.X or less:
1. Click on "Options"
2. Click on "Network Preferences"
3. Click the "cache" tab
4. Fill in the memory and disk cache values as low as possible
5. While you're here, clean out the cache by clicking "Clean" for both memory and disk caches
6. Set the caching to "Every Time"

If you are using Netscape 4.X or greater:
1. Click on "Edit" in the top of the gray bar
2. Click on "Preferences"
3. If the "Advanced" has a "+" next to it, click the "+" by "Advanced"
4. Click on "Cache"
5. Fill in the memory and disk cache values as low as possible

6. While your here, clean out the cache by clicking "Clean" for both memory and disk caches
7. Set the caching to "Every Time"

Every time you re-visit a page and data has changed, you should reload. To reload in the window without a reload button:
With a Macintosh:
- Click the mouse button and hold until you see an option list, then select Reload.

With a Windows or Unix computer:
- Click the right mouse button, and select Reload.
- NOTE: this does not work with some older browsers.

General Information:

Each page of the RC&D Application has a global navigation bar, a list of buttons at the top of the page. By clicking on HOME, you can return to the Public Home Page or your User Home Page at any time. There is an **online help system**. Select **Contact Us** for assistance by the RC&D development team.

Please submit comments, both negative and positive, as you become familiar with the RC&D Application. Include items you liked, disliked, what worked, what didn't work. This feedback is needed to ensure the next version released will be close to suiting RC&D needs.

Getting help:

Most pages of the RC&D Application include an **online help system** which can be turned on and off.
You can also request help from the RC&D development team by selecting **Contact Us** from the navigation bar. The system will bring up a page that allows you to send email to the team.

The login process:

Start your Web browser and enter the following URL:

http://www.info.usda.gov/nrcs/rcd/

in the location (Netscape) or address (Internet Explorer) box. Your browser will present the RC&D Application Home Page. Click on **Login**. A dialog box will appear asking if you're sure you want to log into the secure area that is in a new window. Click **OK**. On the following page, enter your user name and password. Your user name and password was emailed to you. If you do not have a user name and password, contact the RC&D database development team. You should now see your user home page. Most of you will be allowed to access only one RC&D area. If you are responsible for more than one RC&D area, you will be presented a choice of areas for which you wish to enter data.

Your User Home Page:

This page is different for each user. There are several levels of users: National, State Program Manager, and Coordinator. For an RC&D program manager and an RC&D area coordinator, the options listed will include: **Home, Area, Projects, Administrative Tools**, and **Reports.** Each option is explained in detail below. Additionally, your navigation bar at the top of the page allows you to access **Contact Us and Logout**.

Functional Areas:

There are 4 main "Functional Areas" in the RC&D Application. The RC&D areas function deals with RC&D area specific information. The Managing User Information function deals with users, their permissions, and maintaining passwords, etc. area-wide information. Entering Project Data is a function used when a new RC&D area project is initiated or when benefits, funding, and other project-specific information needs to be edited for a project already entered. The Reports function generates specialized reports.

RC&D Areas

As a Program manager, you will be able to go in and look at information that has been entered by the RC&D coordinators in your state. You will not be able to change the data. If you think data needs to be changed, contact the appropriate coordinator.

As a Coordinator you are able to edit information about any of your RC&D areas, however, you are limited at any one time to the area under which you have logged in. To access the area pages, click on **Areas** found on upper part of the page.

Editing your Area

To edit your area, click on **Areas** on your user home page. The system will now show you a summary for your area. You can change important area information such as the area mailing address, phone numbers, mission statement, home page address, area counties and congressional districts, partnering areas and area goals. Keep in mind your area must list Council goals from the area plan. The county list must list all counties, parishes, or appropriate geographic reference for your area. The system will update the database and inform you when the process is completed.

Contacts section is still under development.

RC&D Council makeup, and civil rights data are entered using **Administrative Tools**. Please be sure to keep your Council membership Civil Rights data up to date. Modify when Council membership changes.

You may also designate the council Chairperson by selecting the Chairperson Flag (Yes if they are the chairperson, and No if not)

Managing User Information

You can also add new users to the system for your RC&D area. This is done by selecting **Administrative Tools**. You may add, edit, or remove users from the system for your RC&D area.

Adding new Users

Follow screen directions. The system will present you with the **Add User** page. Enter the user's first and last names and email address.

Editing and removing existing Users

To edit information about an existing user, select **Administrative Tools**. View the list of users. You are able to edit, assign, or remove any user listed.

Entering Project Data

To enter data for a project in your RC&D area, select **Projects**.

Adding New Projects

Project Name: Enter a project name. When you enter the project name, be sure to make it unique within your RC&D area. Click on **Add New Project**. The next page allows you to select one or more Purpose Categories. Select as many Purpose categories that are relevant to the project. The next page will show the purpose categories you selected and allow you to select specific sub-purposes for each category you chose previously.

Purposes: You are then asked to designate Which Project Purpose is Primary? All purposes assigned to the project by your area are displayed. Designate a primary purpose by clicking on the circle in front of it.

Project Number: Enter a project number, if applicable.

PLEASE READ **WHAT'S NEW, **TIPS** and **ON SCREEN HELP** Notes

Partnering RC&Ds: Are you the owner of the project? If Other RC&D Areas are Involved with a project, select a partnering RC&D Area from the choice list.

Goals: Select at least one area goal met by this project from the choice list.

Counties & Congressional Districts: Select the counties and congressional districts for your project from the choice lists.

Executive Summary: Please fill out the Executive Summary information. A brief description of the project will be helpful at the Area, State and National level. These descriptions can be used by NRCS and RC&D Associations in discussions with other Federal agencies and Congress.

Planning Started. This is a new date. It has been added to the system in order to capture those projects that are being worked on in preparation for Council approval.

Click on ADD PROJECT. The system will now update the database, saving the new project and assigning it your RC&D area. A new page will come up listing the information you have entered so far regarding this project. If you need to modify any of the information, you can use the edit buttons associated with each section.

Adding Project Benefits

To associate benefits with your new project, under **Benefits** select **Edit.** Select a fiscal year that this benefit will be realized and select **change**. Then select the **Benefits category** associated with the project. The benefits for that category will be listed.

To change the benefits category, select the benefit from the drop down list.

You may add as many benefits as needed but at the present time you have to add each benefit separately. (We hope to continue to modify this page to make it easier and faster to add or change benefits.)

A list of your benefits is displayed in the right hand column of the page. If you wish to change any information or delete the benefit, simply select the **delete** button next to the listed benefit. Then you will need to go back and select the benefit category and relevant benefits listed under that category.

Adding Additional Benefits to a Project

Select a Benefits category from the drop down list, select benefit, select your Unit. **Select the add button.** Return to benefits, select fiscal year & change. Select benefit category and select change to find the new benefit you added. Then add a value to the new benefit.

Project Dates - new definitions

Planning Started: The date that planning activities begin for a new RC&D Project.

Approved by Council: The date that the RC&D Council officially accepts the Project as an RC&D venture. The 'Approved by Council' date will be equal to or later than the "Planning Started" date.

Implementation Begun: The date that non-planning activities begin to carry out the Project. This requires that a "Approved by Council" date exists for that Project. The 'Implementation Begun' date must be equal to or later than the 'Approved by Council' date.

Construction Started (optional): If recorded, this date require that a 'Implementation Begun' date exists for that Project. This date will be later than the 'Implementation Begun' date.

Construction Completed (optional): If recorded, this date require that a 'Implementation Begun' date exists for that Project. This date will be later than the 'Implementation Begun' date.

Projected Completion (optional): If recorded, this date require that a 'Implementation Begun' date exists for that Project. This date will be later than the 'Implementation Begun' date.

Completed: The date on which all Project goals are met and Project implementation ends. This date requires that a 'Implementation Begun' date exists for that Project. The 'Completed' date will be later than the 'Implementation Begun' date.

Cancelled: The date that the Project is considered defunct for the reason that it will never have a 'Completed' date recorded. 'Cancelled' date can be taken anytime, in any order, except by prior date rules that require it to be equal to or later than the "Planning Started" date.

Editing Project Dates

Select the **Edit** button for Project Dates. They system will bring up a listing of all current project dates. You may delete, add or edit any date.

Adding Project Comments

To add a Comment to the project, select **Edit** button for Project Comments. The system will bring up a page with an empty text box. Your user name and the current date are listed next to the text box. If there are any previous Comments associated with this project, they will be listed below the **New Project Comment** box, along with who and when the comment was made.

Adding Project Funds

To add project funds to a project, select the **Edit** button for **Project Funds.**

Click on Add a Fund. You will see a list of funds that you have previously used. Check this list first. Select the fund source from the choice list and enter the required information. At the end select **Finish**. The information will immediately appear under Project Funds on your project information page.

If the fund is not on that list, use the "Find an Existing Fund Source in the Database" choose a fund category from the drop down list and select next. You must make a choice of the type of fund source or use the SEARCH block to find a fund. There are many similar fund sources listed. We have tried to group them for ease of selection. For example, if you select Commercial, select next, and you will see a further breakdown. Select Local Businesses and all previous fund sources appear. Select the fund you wish to use and follow the screen instructions to enter fund information.

Or, if you know part of a name of a fund source, use the SEARCH block. Please read all information listed on the Fund Source page in order to select the proper category in which to place your funds.

PLEASE TAKE THE TIME TO SEARCH. ONCE YOU FIND THE SOURCE AND CHOOSE IT, IT WILL COME UP IN YOUR PREVIOUS USED FUND SOURCES LIST AND YOU WILL NOT HAVE TO SEARCH AGAIN!

If you must add a new fund source, select the fund category from the choice list, type in the fund name in the block provided and follow the screen instructions.

When a coordinator wants to add a fund source under the Federal category, a message will be sent to the National Administrator for permission. Only the National office can add a Federal fund.

When a coordinator wants to add a fund source under the State government category, a message will be sent to the State Program Manager for approval.

We have done this in order to minimize the multiple spellings and acronyms that have occurred previously in the database when coordinators added funds.

Reports section still under development. They will be available at the end of September.